

DDA SUBJECT FILE COPY 85-0319

Date
1/25/85

ROUTING AND TRANSMITTAL SLIP

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	D/INFORMATION SERVICES		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

I'm sure DDA will soon receive a note
from ExDir re attached so you can begin
working on proper response for DDA signature.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

	Room No.—Bldg.
	Phone No.

FORM 41 (Rev. 7-76)
by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1983 O - 381-529 (301)

STAT

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Executive Registry
25- 366

DD/A Registry
85-0319

24 January 1985

NOTE FOR: Executive Director

FROM: EA/DDCI

Jim,

By the time John gets back from his trip (19 February), he would like you to provide him a status report on where we stand on FOIA -- How many people are working the problem? What is the existing backlog? How much has it been reduced? Has processing time been reduced? Are we living up to Congressional requirements/commitments, et cetera?

Thank,

STAT

cc: DDA ✓
DDCI 1 cpy
ER 1 cpy



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